

## GRIEVANCE PROCESS BY BARGAINING UNIT

November 2006

Note: The source documents are the MOU's and nothing in this informal document is intended to supercede the operative MOU language.

BARGAINING UNIT	STEP ONE	STEP TWO	STEP THREE
General Unit	<p>Employee files in writing to Human Resources within 10 working days following the act or omission giving rise to the grievance.</p> <p>Heard by Department Head and Human Resources Director within 10 working days of receipt of grievance.</p> <p>Department Head and Human Resources Director communicates a written decision within 10 working days of hearing.</p> <p>Note: Employees may grieve performance evaluations with rating of below standard or improvement needed.</p>	<p>Employee files within 10 working days of the Step 1 decision.</p> <p>Heard by City Manager or designee</p> <p>City Manager or designee communicates a decision within 10 working days of hearing.</p>	<p>Employee may request that the Union submit the grievance to binding arbitration. Union has exclusive authority. If requested, Union submits in writing to the MERO within 15 working days after the Step 2 decision.</p> <p>Costs of the arbitrator shared.</p>
Refuse Unit	<p>Employee files within 10 working days of an act in writing to Human Resources.</p> <p>Heard by Department Head.</p> <p>Department Head communicates a written decision within 10 working days of receipt.</p>	<p>Employee files within 10 working days of the Step 1 decision.</p> <p>Heard by the MERO - Human Resources Director</p> <p>MERO communicates a decision within 10 working days of hearing.</p>	<p>Employee may request that the Union submit the grievance to binding arbitration. Union has exclusive authority. If requested, Union submits in writing to the MERO within 30 working days after the Step 2 decision.</p> <p>Costs of the arbitrator shared.</p>
IBEW	<p>Employee files within 10 working days of an act in writing to Human Resources.</p> <p>Heard by Department Head and Human Resources Director within 10 working days of receipt of grievance.</p> <p>Department Head and Human Resources Director communicates a written decision within 10 working days of hearing.</p>	<p>Employee files within 10 working days of the Step 1 decision.</p> <p>Heard by City Manager or designee</p> <p>City Manager or designee communicates a decision within 10 working days of hearing.</p>	<p>Employee may request that the Union submit the grievance to binding arbitration. Union has exclusive authority. If requested, Union submits to the MERO within 30 working days after the Step 2 decision.</p> <p>Costs of the arbitrator paid by the losing party.</p>

BARGAINING UNIT	STEP ONE	STEP TWO	STEP THREE
Fire and Police Units	<p>Employee files within 10 working days of an act in writing to Human Resources.</p> <p>Heard by Department Head within 5 working days of receipt of grievance.</p> <p>Department Head communicates a written decision within 5 working days after the meeting.</p>	<p>Employee files within 10 working days of the Step 1 decision.</p> <p>Heard by the Assistant City Manager who shall make advisory recommendations to the City Manager.</p> <p>City Manager communicates a decision within 10 working days of receipt.</p>	<p>Employee requests to go before the Hearing Officer, who will hear the case and make a recommendation according to the type of grievance (non-disciplinary grievances, suspensions, demotions and terminations).</p> <p>Either party may seek review of the Hearing Officer's decision pursuant to Code of Civil Procedure Section 1094.5.</p> <p>Employee may then request binding arbitration. Costs of the hearing officer/arbitrator paid by the losing party.</p>
Management- (Classified)	<p>Employee files within 10 working days of an act in writing to Human Resources.</p> <p>Heard by Department Head within 5 working days of receipt of grievance.</p> <p>Department Head communicates a written decision within 5 working days of hearing.</p>	<p>Employee files within 5 working days of the Step 1 decision for transmittal to the Human Resources Board.</p> <p>Chair of the Human Resources Board shall set the date of the hearing as the first item on the agenda at the next regularly schedule meeting. (At least 10 working days before the hearing, the City must send notice of the time and place set for the hearing.) The Human Resources Board shall submit written findings and conclusions together with such recommendations to the City Manager within 10 working days after the completion of the hearing.</p>	<p>City Manager or designee communicates a decision within 5 working days after receipt of Human Resources Board's recommendation. City Manager's recommendations shall be final and conclusive.</p>